

2005 Kentucky Folklife Festival
Volunteer Information Questionnaire

The “Volunteer Information Questionnaire” helps us better meet your interests and needs. Completion of the waiver / signature portion of the form is REQUIRED. Please return your completed questionnaire to us via mail or fax using the address printed at the end of this survey.

Name: _____
Address: _____
City/State/Zip: _____
County: _____
Phone: H: _____ W: _____
FAX _____ E-mail: _____

In the event of an emergency, Festival Administrators should notify:

Name: _____ Phone (H): _____
Address: _____ (W): _____

If you are under 18, please ask your parent or guardian to sign the consent form below.

I, _____, give permission for my daughter/son to offer volunteer assistance to the 2005 Kentucky Folklife Festival sponsored by the Kentucky Historical Society and the Kentucky Arts Council.

(Signature of Parent/Guardian)

(Date)

Are you a Kentucky Historical Society member? ____ Yes ____ No

I have volunteered for the following:

Kentucky Folklife Festival (please circle): 1997, 1998, 1999, 2000, 2001, 2003

T-shirt size: ____M, ____L, ____XL, ____XXL

Please list any physical limitations, allergies, or special needs you have:

Waiver/Insurance

Completion of this portion of the questionnaire is required. **Note:** Most volunteers opt to decline this coverage since personal policies usually cover the individual in a volunteer situation such as the Kentucky Folklife Festival. The total cost of this Volunteer Insurance is \$16.50. If you choose this coverage, we will send you an application and a copy of the policy.

- I absolve and release the Kentucky Folklife Festival, its sponsors, agents, officers, and employees from all liability from injury or loss or damage sustained by me during the course of the event.
- I have been offered insurance coverage through the Kentucky Commission on Community Volunteerism and Services.
I _____ (accept) / _____ (decline) such coverage. Please check appropriate blank.

Note: If you elect to purchase coverage please forward your check or money order (payable to "Volunteer Insurance") and completed application form to:

Kate Hesseldenz
Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601

Coverage does not take effect until the Kentucky Commission on Community Volunteerism and Services receives your premium.

- _____
(Signature) (Date)
- _____
(Signature Parent or Guardian) (Date)
(**Required** for volunteers under the age of 18.)

Please return to: Kate Hesseldenz, Kentucky Historical Society, 100 W. Broadway, Frankfort, KY 40601 or fax it to us at: (502) 564-0475. Thank you and we look forward to working with you!

2005 Kentucky Folklife Festival Volunteer Opportunities Available

Hundreds of opportunities exist for you to discover Kentucky's traditional music, foodways, dance, crafts, and occupations as a volunteer at the Kentucky Folklife Festival. You may volunteer for as many as eight days (the entire festival, including pre-festival set-up and breakdown) or as little as four hours. Please indicate your volunteer position preferences by checking the categories below. We will try to make every effort to match you accordingly. Please rank your choices by order of preferences (1,2,3, etc.) and number as many positions as you are willing to serve. **Note:** If you are affiliated with a specialized service group and would like more information on how your organization could participate in this year's festival, please contact Kate Hesseldenz, volunteer coordinator, at 502-564-1792 ext. 4477 or kate.hesseldenz@ky.gov

Hours You are Able to Work

Please indicate your availability during the three-day event.

Note: Morning hours begin 30 minutes to one hour before opening to allow for set-up, running errands, etc. Hours may also vary slightly depending on particular assignment(s) and will be noted on your schedule, i.e. loggers may not be needed until 8:30 whereas hospitality assistants would need to be on site at 8:00.

Thursday, September 15th, 9:00 a.m. – 5:00 p.m. (festival hours)

8:00 a.m.- 12:30 p.m. _____

12:30 p.m.- 5:00 p.m. _____

Friday, September 16th, 9:00 a.m. – 8:00 p.m. (festival hours)

8:30 a.m.- 12:30 p.m. _____

12:00 p.m.- 4:00 p.m. _____

4:00 p.m.- 8:00 p.m. _____

Saturday, September 17th, 10:00 a.m. – 8:00 p.m. (festival hours)

9:30 a.m.- 1:00 p.m. _____

12:00 p.m.- 4:00 p.m. _____

4:00 p.m. - 8:00 p.m. _____

It is important to the success of the festival that you are able to fulfill your obligations for the entire times marked above. Being available for at least an entire block of time (or more of course) makes it easier for our coordinator to place volunteers.

Volunteer Positions:

Family Tent Assistant

Supervised by family tent coordinator. Assist students and families with artist-led activities such as games and traditional craft demonstrations. Requires being on your feet and working with children.

Hands-on Area Assistant (through 3 p.m. only)

Supervised by the KHS Education Staff. Assist children with easy hands-on activities related to festival demonstrations. Requires being on your feet and working with children.

Performance Stage Assistant

Supervised by stage manager. All stage assistant duties include the following: Provide hospitality to performers and artists, guard instruments, maintain backstage area.

Foodways Stage Assistant

Supervised by foodways stage coordinator. Assist in set-up and breakdown of stage and seating area, provide help preparing food for demonstration and cleanup of cooking utensils.

Logger (audio recording assistant)

Supervised by KHS staff archivist. Operate recording equipment during performances, maintain accurate logs of works or topics presented that include: names of presenters, instruments, stage location, and the labeling of cassettes used. Requires a lot of walking.

Information Tent Attendant

Supervised by site managers. Provide visitors with information about festival highlights and special events. Hands out festival programs, maps, and pins that are sold.

Folklife Demonstrations Area Assistant

Supervised by site manager and folklife program staff. Assist in set-up and breakdown of work areas as needed, guard materials, and work areas when participants take breaks, run errands. Also, help demonstrators to present themselves to Festival visitors as needed.

Sales Tent Assistant

Supervised by sales tent coordinator. Assist in set-up and breakdown of sales tent and provide assistance as needed.

Hospitality

Supervised by site manager. Duties include monitoring special performer staging areas, providing refreshments to them, and assisting with questions asked by both visitors and artists.

Sanitation Assistant

Supervised by site manager. Assist in the daily clean up of festival grounds, which include picking up trash and emptying trashcans. Requires heavy lifting.

Crossing Guards

Supervised by site manager. Crossing guards will help insure that visitors have safe access across Broadway to the St. Clair mall area.

Traffic Monitor

Supervised by site manager. Directs traffic in on-site parking lots.

Floater

Supervised by volunteer coordinator. Need to be willing to assist where volunteer help is needed.

Pre-Festival Set-Up

Supervised by folklife program staff. Assist in building small platforms, display stands for demonstrators, preparing festival signs, setting up tables on site and other small carpentry projects. *(Need to be available Sept. 12, 13 and/or 14)*

Festival Break Down

Supervised by folklife program staff. Assist in taking down signs, helping with returning festival items to storage, and general deconstruction of festival site. *(Need to be available Sept. 18 and/or 19)*

Volunteer Orientation Session:

To better prepare you for your role at the festival, please join us for our annual orientation session. This year it will be held **Saturday, August 27, from 9:00 a.m. –11:00 a.m.** in the Brown-Forman Room of the Kentucky History Center. We hope to see you there!!

Notes on scheduling:

We will try our best to accommodate all your requests to work in the specialized areas you have highlighted above; however, due to the large number of volunteers participating in the festival, **certain areas may fill up fast.** All positions at the festival are crucial to its success and we hope you can understand the great scheduling task we have before us.

Please return this questionnaire to me via mail or fax by **Monday, August 8th** to:

Kate Hesseldenz
Kentucky Historical Society
100 W. Broadway
Frankfort, KY 40601
Fax: 502-564-0475

We hope to hear from you soon!